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Director of Communications MEMORANDUM FOR:

Director of Data Processing

Director of Finance

Director of Information Services

Director of Logistics Director of Medical Services

Director of Security

Director of Training and Education

MG Career Management Officer

FROM: Harry E. Fitzwater

Deputy Director for Administration

SUBJECT: Senior Officer Development Program

Implementation, FY 1984

REFERENCE: Senior Officer Development Plan,

dated 6 May 1980

- 1. Attached herewith is a copy of a memorandum from the Deputy Director of Central Intelligence outlining the procedures for the implementation of the Senior Officer Development Program (SODP) for FY 1984. The memorandum contains essentially the same information as in previous years with the exception that we are no longer required to forward our Succession Planning List; however, the list will be retained at the Directorate level for periodic review by the Director of Personnel.
- In order to meet the 1 October 1983 deadline, the following information should be forwarded to the DA Personnel Officer, (EYES ONLY), Room 7C-18, Headquarters, by the dates indicated.
 - Succession Planning List Attachment B

This list should cover every SIS-1 through SIS-4 position. Possible replacements will be limited to SIS and GS-15 personnel who are considered qualified for SIS assignment immediately or in one to three years. Deadline for submission: 16 September 1983.

Senior Officer Development Roster - Attachment C

This is a roster for FY 1984 of individuals in grades GS-15 to SIS-1 through SIS-4 identified for

further development through training and assignment. Deadline for submission: 23 September 1983.

c. Roster of GS-13 and GS-14 Officers - Attachment D

This list should comprise GS-13 and GS-14 officers considered to have potential for GS-15 and/or SIS assignment and should be submitted in alphabetical order. Deadline for submission: 23 September 1983.

d. List of Candidates (GS-15 and Above) Available for Developmental and Rotational Assignment - Attachment E

This list should include GS-15 and above officers and should be a product of panel deliberations and recommendations. Deadline for submission: 23 September 1983.

2. The DDCI continues to place emphasis on the SODP as a planning and management tool and I share his views. It is therefore important to forward updated reports within 30 days following annual evaluation exercises for each appropriate grade.

Harry E. Fitzwater

Harry E. Fitzwater

Attachments: As stated

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MEMORANDUM FOR: Deputy Director for Administration

Deputy Director for Intelligence Deputy Director for Operations

Deputy Director for Science and Technology

Director, Intelligence Community Staff

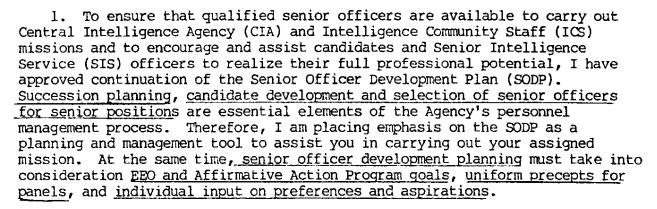
Chairman, E Career Service

FROM: John N. McMahon

Deputy Director of Central Intelligence

SUBJECT: Senior Officer Development Program Implementation,

FY 1984



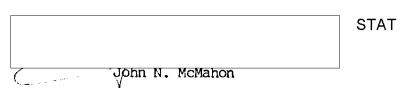
2. The matching of officers available for developmental assignments with appropriate positions is a Career Service responsibility. The Senior Officer Development Roster and listing of SIS candidates continue to be a product of board and panel decisions that are maintained at the Career Service level for personnel management planning purposes. Formal succession planning and reporting continue to be limited to GS-15 through SIS-4 level officers, as more realistic in terms of assessing the officer's qualifications and potential for SIS assignment. Finally, we have limited the identification of SIS candidates primarily to the GS-15 level. Obviously, there will be exceptions where a "fast track" GS-13 or GS-14 officer may be selected by the Career Service as an SIS candidate or for inclusion in its Succession Planning List.

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- 3. In accordance with the guidelines contained in the SODP and recognizing that this is a dynamic process, the Career Services should prepare and have available the following information by 1 October 1983.
- a. <u>Succession Planning List</u> This list should cover every SIS-1 through 4 position. Possible replacements will be limited to SIS and GS-15 personnel who are considered qualified for SIS assignment immediately or in one to three years.
- b. <u>Senior Officer Development Roster</u> A roster for FY 1984 of individuals in grades GS-15 and SIS-1 through 4 identified for further development through training and assignment. Preparation of this information is geared to the Career Services (and Subgroup) panel schedule for GS-15 and SIS-1 through 4. Career Service Heads and Subgroups should have available current rosters of GS-13 and GS-14 officers considered to have potential for GS-15 and/or SIS assignment, although this information is no longer considered a part of the SODP. (See Section V, SODP excluding reference to GS-13 and GS-14 level officers.)
- c. <u>List of Candidates</u> (GS-15 and above) available for developmental assignment outside the parent Career Service. The listing should include:
 - 1. Name and grade.
 - 2. Current assignment including a brief description of duties.
 - 3. Type of rotational assignment desired and location.
 - 4. Timing and duration of assignment.
 - 5. Individual goal derived from rotational assignment.

This list should be a product of panel deliberations and recommendations for the SOD roster. Its preparation and updating should follow the panel schedules for GS-15 and SIS with updated lists submitted to the Career Service Head after each panel exercise. The Career Services will deal with each other directly in arranging interdirectorate assignments. The Director of Personnel will provide assistance as required. I will expect the Heads of Career Services to ensure the SODP information is current and that a concerted effort is made to ensure that appropriate developmental assignments are effected.

4. Review by the Office of Personnel of SODP submissions over the past four years indicates that the SODP is functioning as intended. For example, the vast majority of senior assignment nominations are reflected earlier in the succession planning lists. For this reason, I am discontinuing the requirement for formal SODP submissions to the Director of Personnel and have asked him only to conduct periodic spot checks with you to ensure the SODP continues to function.



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Attachment B

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CAREER SERVICE

FY 1984

SUCCESSION PLANNING LIST

	0.7.0.1		POSSIBLE REPLACEMENT CANDIDATES						
Estimate Year of Vacancy	Position Grade	SIS Position & Incumbent (Individual or Category if More than One Position)	Names of Candidates And Current Positions (Where Feasible, Identify 3 Candidates for Each Vacancy)	Qual	ified ck 1)	Grade	Retirement Eligibility		
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j.									
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Attachment C

FY 1984

SENIOR OFFICER DEVELOPMENT ROSTER

TRAINING AND ASSIGNMENT PROJECTIONS

Name and Grade of Individual to be Developed	Planned Developmental Assignments and Experiences		Planned Training: Internal in Career Service, OTR, External College, etc., and Any Other Developmental Actions						
be beveloped	Actions(s) and Purpose(s)	When	Action(s) and Purpose(s)	When					
•									
				,					
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____ CAREER SERVICE

FY 1984 ROSTER OF GS-13 AND GS-14 OFFICERS CONSIDERED TO HAVE POTENTIAL FOR GS-15 AND/OR SIS ASSIGNMENT

GS-14 (First, Middle Initial, Last) (First, Middle Initial, Last)

GS-13

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ATTACHMENT E
FY 1984

____ CAREER SERVICE

LIST OF CANDIDATES (GS-15 AND ABOVE) AVAILABLE FOR DEVELOPMENTAL ASSIGNMENT

NAME

GRADE

CURRENT ASSIGNMENT

TYPE OF ROTATIONAL ASSIGNMENT DESIRED AND LOCATION

TIMING AND DURATION OF ASSIGNMENT

INDIVIDUAL GOAL DERIVED FROM ROTATIONAL ASSIGNMENT